

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

DIRECTIVE
NUMBER 30-11

9 January 2002

PERSONNEL

CIVILIAN OF THE QUARTER/YEAR

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1. **Summary.** To prescribe policies and procedures for nominating, selecting, and recognizing outstanding USEUCOM civilian employees on a quarterly and yearly basis.
 2. **Applicability.** This Directive is applicable to all civilian employees assigned to HQ USEUCOM, USEUCOM separate staff activities/agencies, USEUCOM Security Assistance Organizations (SAOs), the Marshall Center, and other USEUCOM field activities.
 3. **Internal Control Systems.** This Directive does not contain internal control provisions and is not subject to the requirements of the internal management control program.
 4. **Suggested Improvements.** The proponent for this Directive is ECJ1-C. Recommendations for changes or corrections should be sent to HQ USEUCOM/ECJ1-C, Unit 30400, APO AE 09131.
 5. **Eligibility.**
 - a. DoD civilian employees at the GS 1 through GS 12 grade level (to include WG equivalents) assigned or attached to USEUCOM are eligible to compete under this award program. Individuals will be nominated in the category corresponding to the grade held for the majority of the award period. Members of the Civilian Advisory Board (CAB) are excluded from participation in this award program.
 - b. This recognition program is administered on a calendar year basis. Employees nominated for the quarterly award must have been assigned to USEUCOM for the entire award period. Annual award nominees, unless previous quarterly winners, must have been assigned to USEUCOM for a minimum of eight months. Employees nominated under this recognition program must be assigned to USEUCOM during competition and selection to receive the Civilian of the Quarter/Year Awards.
 6. **Procedures.**
 - a. Nominations.

(1) Civilian of the Quarter. Each USEUCOM supervisor is encouraged to submit one nomination for each of the following award categories:

(a) Junior award category – GS 1 through GS 7

(b) Senior award category – GS 8 through GS 12

(2) Nominations will address the criteria outlined in paragraph 6.c., below (see attachment 1). Accomplishments may have occurred during detail, temporary promotion, or while on a special project; they need not relate to duties specifically outlined in the nominee's position description. Individuals may only receive the quarterly award once in a calendar year. Nomination packages are normally due on the last duty day of the month following each quarter (i.e., the last duty day in the months of April, July, January, and October).

(3) Civilian of the Year. At a minimum, the four USEUCOM Civilians of the Quarter will compete for the Civilian of the Year award. Nomination packets of these individuals should be updated and expanded to include the nominee's response to the Question of the Year.

b. Selection Board.

(1) The Selection Board will be chaired by the Senior Member of the USEUCOM Civilian Advisory Board or his/her designate, who will only vote in the event of a tie. The Chair will select three voting members from the USEUCOM Civilian Advisory Board. The three Board members will screen each nominee using the worksheet at Appendix B. All worksheets will be turned into the Chair for compilation and determination of the winners.

(2) The Chair will determine the board schedule, which will normally meet within the first two weeks in the months of May, August, November, and February. The February Board will select both the Civilian of the Quarter for the previous quarter, and the Civilian of the Year for the previous calendar year.

c. Selection.

(1) Nominees will be evaluated on:

(a) Contributions that improved operations or program objectives.

(b) Contributions resulting in savings to the organization (e.g., equipment, manpower, time, other resources).

(c) Community involvement and/or self-improvement activities.

(d) Narrative response to the "Question of the Quarter/Year." This question will be provided to all nominating officials and should be completed by the nominee for inclusion in the nomination packet. The EUCOM Civilian Advisory Board is responsible for developing and distributing the question.

(2) Selectees will be recognized at the Service Member and Civilian Member of the Quarter award ceremony coordinated by ECSE.

7. **Responsibilities.**

a. The Chair of the USEUCOM Civilian Advisory Board is responsible for conducting the Civilian of the Quarter/Year program. He or she will ensure the following arrangements are made:

(1) Identify the make-up of the selection board using a rotating scheme. Prepare and distribute appropriate notices of board dates, locations, and suspense dates.

(2) Collect nomination packets for board members containing nomination letters, selection criteria score sheets, and any other information required.

(3) Compute board scores.

b. Nominating supervisors will:

(1) Submit completed nomination packets electronically to the ECJ1-C Group email address by the requested date.

(2) Ensure the personnel paperwork, i.e., personnel actions for time-off and Special Act Awards, are submitted to the Civilian Personnel Advisory Center if their nominee is selected.

c. ECCM will ensure that the annual awards target provided under the authority of EUCOM Directive 30-30, "Civilian Performance Management and Awards," is increased for the organization whose nominees are selected.

d. ECJ1-C will:

(1) Prepare award certificates and plaques for the Civilians of the Quarter and Civilians of the Year.

(2) Prepare certificates of appreciation for the Chief of Staff's signature to recognize nominees who are not selected as the Civilian of the Quarter or Civilian of the Year.

(3) Obtain award items.

(4) Coordinate with ECSE on the timing of the awards ceremony to coincide with the Service Member of the Quarter/Year.

d. Recognition.

(1) The Civilian of the Quarter will receive:

- (a) Chief of Staff Coin.
- (b) 16-Hours Time-Off Award.
- (c) \$350 Special Act/Service Award.
- (d) Civilian of the Quarter Plaque.
- (e) Civilian of the Quarter Certificate.

(2) Civilian of the Quarter nominees will receive a Certificate of Appreciation from the Chief of Staff.

(3) The Civilian of the Year will receive:

- (a) Deputy Commander in Chief Coin.
- (b) 24-Hours Time-Off Award.
- (c) \$700 Special Act/Service Award.
- (d) Civilian of the Year Plaque.
- (e) Civilian of the Year Certificate.

(4) Civilian of the Year nominees will receive a Certificate of Achievement from the Deputy Commander in Chief.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DANIEL J. PETROSKY
Lieutenant General, USA
Chief of Staff

AVA N. WEBB-SHARPLESS
Lt Col, USAF
Adjutant General

APPENDIXES

A - Sample Nomination Letter

B - Board Score Sheet

DISTRIBUTION:

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APPENDIX A

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

ECJX

date

MEMORANDUM FOR CIVILIAN SECTION BOARD (ECJ1), Headquarters, United States
European Command, Unit 30400, APO AE 09131

SUBJECT: Civilian of the Quarter/Year Nomination Packet

1. The ECJX Civilian of the Quarter/Year nomination is _____.
2. POC for this matter is _____, at 430-xxxx.

Encl
Nomination Packet

USEUCOM CIVILIAN OF THE QUARTER/YEAR

Check One Category:

____ Civilian of the Quarter Junior Category (GS 1 – GS 7)

____ Civilian of the Quarter Senior Category (GS 8 – GS 12)

____ Civilian of the Year Junior Category (GS 1 – GS 7)

____ Civilian of the Year Senior Category (GS 8 – GS 12)

Please complete all information on this form. **Nomination packages are to be submitted electronically to ECJ1-C Group email address (ECJ1-C.PG@eucom.mil).** Nominating supervisors should retain hard copies of approved nomination packets for record purposes.

Nominee's Full Name: _____

Title of Position and Grade: _____

Date Assigned to EUCOM: _____

Organization Assigned: _____

Nominating Office's Telephone Number: _____

SELECTION CRITERIA FOR USEUCOM CIVILIAN OF THE QUARTER/YEAR

Please explain briefly how nominee performed in the following categories:

1. Contributions that improved operations or attaining of program objectives.
2. Contributions resulting in savings to the organization (equipment, manpower, time, or other resources).
3. Nominee's community involvement, or self-improvement activities.
4. Nominee's response to USEUCOM Question of the Quarter/Year.

The answers to the first three questions may not exceed two typewritten pages. No additional pages or attachments will be accepted, EXCEPT for the nominee's response to Question 4. The nominee's response to Question 4 may not exceed two typewritten pages.

APPENDIX B

**USEUCOM CIVILIAN OF THE QUARTER/YEAR AWARDS PROGRAM
NOMINATION CRITERIA
AWARDS BOARD MEMBER SCORE SHEET**

JUDGING FOR THE EMPLOYEE OF THE QUARTER/YEAR

CATEGORIES (check one): GS-7 and below _____

GS-8 to GS 12 _____

NOMINEE'S NAMES:							
CRITERIA:							
	Points	Points	Points	Points	Points	Points	Points
1. Contributions that improved operations or attaining of program objectives							
2. Contributions resulting in savings to the organization (equipment, manpower, time, or other resources)							
3. Community involvement, self-improvement activities							
4. Response to the "Question of the Quarter/Year"							
TOTAL							

Ranking Points: 1 Average
2
3 Notable

5 Exceptional
6
7 Outstanding

Printed Name/Title_____
Signature_____
Date